

DEPARTMENT OF CHARITABLE GAMING BINGO SESSION RECONCILIATION SUMMARY

- When to use** A Bingo Session Reconciliation Summary should be prepared at the close of each bingo session. If a session is not held for some reason (for example, inclement weather), then the heading of the form should be completed. The reason the game was not played should be noted on the form. The game manager should sign the form.
- Organization** Fill in the official name of your organization.
- Session Date** Fill in the session date.
- Bingo Manager** Bingo Manager must complete, sign, and date the form within 48 hours of game. It is the Bingo Manager's responsibility to ensure that all information is complete and accurate to the best of their knowledge.

- 1. Total Attendance This Session** Enter the total number of persons playing bingo (total attendance).
- 2. Beginning Cash on Hand** Enter cash on hand at the start of the game (change fund).

RECEIPTS (Gross Receipts Include All Discounts and Coupons):

3. Bingo Game Paper Sales:

- a. Bingo Admission Sales** Total of all game paper sold at admissions or special tables.
(All regular, special, jackpot, Winner-Take-All, Lucky Seven, etc. bingo paper) Use total from Form 104-A (Bingo Admission Sales)
- b. Bingo Floor Sales** Total of all game paper sold by floor workers.
(All regular, special, jackpot, Winner-Take-All, Lucky Seven, etc. bingo paper) Use total from Form 104-B (Floor Sales).
- c. Decision Bingo Sales** Total of all Decision Bingo sales.
Use total from Form 104-C (Decision Bingo Reconciliation).
- d. Total Paper Sales** Enter the total of Lines 3.a. through 3.c.

4. Electronic Bingo Devices

The total receipts from electronic bingo device rentals.
Attach all computer printouts for electronic sales.

5. Instant Bingo/Seal Card Sales

Total of Instant Bingo, Seal Card, Coin Board, and Tip Board sales.
Use total from Form 105 (Instant Bingo/Seal Card Reconciliation).

6. Treasure Chest/Raffle Sales

Total of all other games (Treasure Chest, Key Box, 50/50, etc.).
Use total from Form 104-D (Raffles or Treasure Chest Sales – (Bingo)).

7. Miscellaneous Sales

Record sales of items such as daubers, wand, and cushions if purchased with gaming funds.
Do not include Snack Bar concession sales.

8. Total Gross Receipts for Session

Enter total of Lines 3.d. through 7.

9. Less Discounts Given

Total of all discounts, coupons, and promotions redeemed (birthday packs, senior citizen packs, free packs, etc.)
Documents to support the total amount of this line must be maintained with the session records.

10. Total Adjusted Receipts for Session

Subtract Line 9 from Line 8 and enter the difference.

11. Add Prizes Paid by Check

Total of all prizes paid by check during this session.

12. Total Funds to Account For

Enter the total of Line 2 plus Line 10 plus Line 11.

WTA Information: Use this space to list the Winner-Take-All portion of sales included above in Lines 3.a., 3.b., and 4.
Lucky Seven Information: Use this space to list the Lucky Seven portion of sales included above in Lines 3.a & 3.b.

DISBURSEMENTS:

- 13. Bingo Game Prizes (Cash and checks)** Include all prizes paid by cash or check
Do not include any merchandise awarded.
- a. Regular, Special, Jackpot Bingo Prizes** Total of prizes paid per prize receipts.
- b. Winner-Take-All Prize** Total Winner-Take-All prize as shown on the prize record.
The total prize cannot exceed \$1,000.
- c. Lucky Seven Prize** Lucky Seven regular/special prize or progressive jackpot if paid out this session.
- d. Decision Bingo Prizes** Total Decision Bingo prizes per Form 104-C (Decision Bingo Reconciliation).
- e. Total Bingo Game Prizes** Add Lines 13.a. + 13.b. + 13.c. + 13.d. and enter the total.
- 14. Instant Bingo/Seal Cards/Instant Progressive Prizes** Total Instant Bingo, Seal Cards, Coin Boards, Tip Board and Instant Progressive prizes per Form 105 (Instant Bingo/Seal Card Reconciliation).
(Winners of prizes of \$250 or more must complete a prize receipt.)
- 15. Treasure Chest/Raffle Prizes** Total prizes paid out by cash or check per Form 104-D.
Do not include any merchandise awarded.
- 16. Door Prizes**
- a. Cash Prizes** Total CASH Door Prizes. A record of the name and address of each person receiving a cash door prize should be maintained.
- b. Coupons Redeemed** Total Door Prize Coupons redeemed. Keep a record of the name and address of each person receiving a door prize.
- c. Total Door Prizes** Add Lines 16.a. + 16.b. and enter the total.
- 17. Total Prizes Awarded** Add Lines 13.e. + 14 + 15 + 16.c. and enter the total.
- 18. Other Cash Disbursements:** Prepare receipts for these disbursements and maintain with the session records.
- a. Food for Bingo Volunteers** CASH paid out to snack bar for providing food to the volunteer workers.
Do not include these disbursements if made by check.
- b. Security Personnel** CASH paid out to security workforce.
Do not include these disbursements if made by check.
- c. Total Other Cash Disbursements** Add Lines 18.a. and 18.b. and enter the total.
- 19. Total Disbursements** Add Lines 17 and 18.c. and enter the total.

CASH RECONCILED:

- 20. Total Cash to Account For** Subtract Line 19 from Line 12 and enter the difference.
- 21. Ending Cash on Hand (including Change Fund)** Count all cash on hand at the end of the session, including the change fund, and enter the total.
- 22. Overage or <Shortage>** Subtract Line 20 from Line 21 and enter the difference.
If Line 20 is greater, there is a shortage.
If Line 21 is greater, there is an overage.
Investigate variances greater than \$50 immediately and attach a written explanation to the reconciliation.
- 23. Amount Withheld for Change Fund** Enter the amount withheld from the receipts for the next session change fund.
- 24. Deposit to Bank** This is the amount deposited into bank. It should be Line 21 minus Line 23. Attach validated bank deposit slip to this form.

Information Entries: Use this space to track the Treasure Chest, Instant Progressive and Lucky Seven Progressive Jackpot carry over balances.